



Roanoke County  
Emergency Communications Center

# Applicant Checklist

The following items are required so that we may continue with the application process. It is the applicant's responsibility to make sure the items listed below are furnished to the Roanoke County Emergency Communications Center. **Failure to provide the requested documents will prevent your application for the position of Communications Officer from being processed.**

Please provide the **original** or **certified/notarized copies** of the following documents:

1. High School Diploma/GED
2. College Diploma
3. Military Record (DD-214 or 201 File if specifically requested)
4. Certificates received for any post-high school training or schools, etc.

Please provide the **original** document for the following:

1. Social Security Card
2. Operator's License
3. Birth Certificate
4. Marriage Certificate/Divorce Decree

Please have the institutions possessing the following records forward copies of the following documents:

1. High School Transcripts
2. College Transcripts

We understand that transcripts from any school attended may not be received by the date listed below. This will not prevent your application from being processed as long as the transcripts have been requested by the deadline. **The educational institution must send the certified copies of your transcripts directly to the address listed below:**

Roanoke County Emergency Communications Center  
Attn: Nicole Scott  
5925 Cove Road  
Roanoke, VA 24019

All original documents presented to this department will be copied and returned to the applicant. **All information must be received by 12:00 PM on 2/26/13.** If you are unable to locate any of the above items by this date, arrangements can be made for an extension. **NO** extensions will be granted if you fail to call and make arrangements prior to the deadline. **ALL** extensions must be pre-approved by Nicole Scott (777-8663).

Received by Applicant: \_\_\_\_\_ Date: \_\_\_\_\_